

## **Employment Practices Liability Best Practices**

1. Personnel policies are in compliance with all applicable laws, are updated as new laws or developments warrant, and are reviewed at least annually and revised as needed. Policies are consistent across the organization. A legal audit is conducted at least every three years.
2. Training programs are included as part of new employee orientation and provided regularly as required or needed. Completion of training is documented for every employee.
3. Appropriate pre-employment screening procedures are used, including reference, license and background checks. Interview questions are screened and used consistently for each candidate. Probationary periods are used.
4. Performance evaluations are provided in writing at least annually, with regular, less formal feedback provided throughout the year. Evaluations are honest, support personnel decisions, and contain agreed-upon goals and objectives.
5. Legal resources are consulted for any termination or other significant personnel decisions as appropriate. A due process procedure is used for discipline and termination.
6. Employees are provided at least two avenues to file a complaint and encouraged to do so, especially if they believe discrimination or other illegal activities are occurring. Complaints are investigated promptly and thoroughly by a qualified, neutral party.